



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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Canc: Sep 16

CNATRSTAFFNOTE 1050

N11

27 Aug 15

CNATRA STAFF NOTICE 1050

Subj: CHIEF OF NAVAL AIR TRAINING FY-16 HOLIDAY WEEKEND
SCHEDULE

Ref: (a) COMNAVAIRPACNOTE 1050 of 15 Aug 15
(b) MILPERSMAN 1050-290

1. Purpose. To announce the Chief of Naval Air Training (CNATRA) observance of Federal holidays as well as the 4-day weekend schedule for Fiscal Year 2016 per references (a) and (b).

2. Policy

a. In alignment with reference (a), extended weekend liberty and holiday periods will be observed as detailed below. As always, leave and liberty beyond designated federal holidays will be consistent with mission accomplishment. For civilian employees, supervisors should apply liberal leave policies to these holiday periods. This policy is based upon Federal Law (5 U.S.C 6103) and regulations. Contractors will follow the policies/procedures of their parent company.

b. All personnel are encouraged to utilize out-of-office alerts on their email, annotating the beginning/ending period of their leave and an alternate point-of-contact.

c. Prior to executing distance travel plans, travelers who have registered Navy Knowledge Online(NKO) accounts can access TRIPS, at <https://www.nko.navy.mil/portal/home/>, to obtain a risk assessment.

3. The following 4-day weekends for Fiscal Year 2016 will be observed. The holiday, its actual date, and the observed 4-day weekend are listed below:

| <u>Holiday</u> | <u>Date</u> | <u>4-Day Weekend</u> |
|------------------------|-------------|----------------------|
| Columbus Day | 12 Oct 2015 | 9-12 Oct 2015 |
| Thanksgiving Day | 26 Nov 2015 | 26-29 Nov 2015 |
| Christmas Day | 25 Dec 2015 | 25-28 Dec 2015 |
| New Year's Day | 1 Jan 2016 | 1-4 Jan 2016 |
| Martin Luther King Day | 18 Jan 2016 | 15-18 Jan 2016 |
| President's Day | 15 Feb 2016 | 12-15 Feb 2016 |
| Memorial Day | 30 May 2016 | 27-30 May 2016 |
| Independence Day | 4 Jul 2016 | 1-4 Jul 2016 |
| Labor Day | 5 Sep 2016 | 2-5 Sep 2016 |

4. Veteran's Day will be observed on Wednesday, 11 November 2015.

5. During the period of 21 December 2015 through 1 January 2016, CNATRA will observe holiday routine. Liberal leave during this period is encouraged for civilian personnel. ACOS' are responsible for the management and approval of leave during this period. **ACOS will designate to the COS specific individuals who will be available to answer questions or generate required products for their N-Code each day throughout the holiday periods.** The following leave periods are provided as a guide for consideration:

| | |
|---------------|---|
| First Period | 1600, 18 December - 0730, 28 December 2015 |
| Turnover Day | Monday, 28 December 2015 |
| Second Period | 1600, 28 December 2015 - 0730, 7 January 2016 |

D. M. EDGECOMB
Chief of Staff

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